



Event Cash Advance Form

The University will issue advances to faculty, staff and students conducting University business for the purpose of making change in connection with a specific event. These advances will be charged directly against the University account indicated below and are expected to be cleared on a timely basis after each event. Cash advances are cleared by depositing all cash proceeds from an event into the same account against which the advance was charged.

Departments wishing to make use of this cash advance facility must:

- 1) Complete the form and obtain the proper approval signatures.
- 2) Fax the form to Lisa Kresnak in Accounting and Financial Services at 574-631-4983 so that the appropriate names and University account number can be recorded and NDFCU can be authorized to disburse the funds.
- 3) If the amount requested is for currency of \$200 or more, or of coin of \$40 or more, detail the currency needed in the form and fax to the NDFCU branch where pick-up will be made at least two (2) business days in advance of the pick-up date. For LaFortune pick-up, fax to 574-631-6961. For Douglas Rd. pick-up, fax to 574-239-9311.
- 4) Accounting & Financial Services will notify the requestor once NDFCU is authorized to disburse the funds. For large withdrawals, please contact NDFCU prior to pick-up to ensure that the denominations requested are ready. For LaFortune pick-up, call 574-631-8222. For Douglas Rd. pick-up, call 574-229-6611.
- 5) Bring a hard copy of the signed form to NDFCU when picking up the cash.

Please contact **Lisa Kresnak at 574-631-9947** or via email at kresnak.1@nd.edu with any questions or concerns.

FOAPAL *(required for data entry)

*Fund(6) *Org (5) *Account(5) *Program(2) Activity(4) Location(4)

Requestor Name/Title (Please Print)

Department/Hall Name

Campus Telephone No.

Campus Address

Date of Event

Purpose of Cash Advance:

Breakdown of Funds Requested:

Cashiers Check Other Amount: \$ _____

Payable to :

Currency:			Coin:		
Number	Denomination	Amount	Rolls	Denomination	Amount
_____	100's/50's	\$ _____	_____	.25 (\$10/roll)	\$ _____
_____	20's	\$ _____	_____	.10(\$5/roll)	\$ _____
_____	10's	\$ _____	_____	.05 (\$2/roll)	\$ _____
_____	5's	\$ _____	_____	.01 (\$.50/roll)	\$ _____
_____	1's	\$ _____			
TOTAL CASH ADVANCE REQUESTED (Credit NDFCU)					\$ _____

Requestor Signature

Date

Departmental Approval Signature

Approval Name (Please Print)

Date

Additional Approval Signature (if needed)

Add'l Approval Name (Please Print)

Date

